



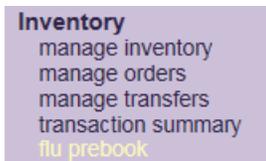
Iowa Department of Health and Human Services Division of Public Health, Immunization Program Immunization Registry Information System (IRIS) Influenza Vaccine Prebook and Order Receiving Instructions January 2024

The following are instructions to prebook and accept Vaccines for Children Program (VFC) and Bridge Access Program (BAP) influenza vaccine orders in IRIS. Contact the IRIS Help Desk at 800-374-3958 with questions about IRIS or receiving influenza vaccine orders.

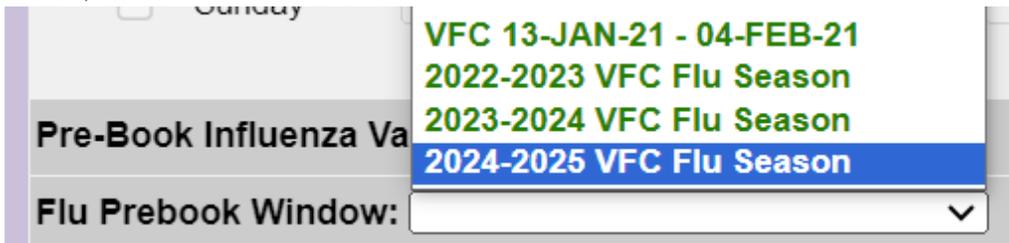
Instructions to Prebook Seasonal Influenza Vaccine Orders

To submit an influenza vaccine prebook order, please follow the steps below:

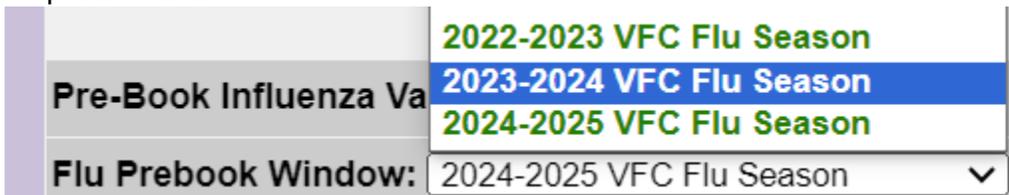
- 1) Select the “flu prebook” link under the Inventory section of the menu panel.



- 2) From the “Flu Prebook Window”, select the prebook period in green for the upcoming flu season, labeled “2024-2025 VFC Flu Season”.



- 3) To see what was prebooked in previous flu seasons, select the previous season from the dropdown menu.



- 4) The influenza vaccines available to prebook for the 2024-2025 Flu Prebook are listed by Trade Name, Packaging, Ordering Intention, and NDC number. PED Ordering Intention will order influenza vaccines as part of the VFC Program. ADU Ordering Intention will order influenza vaccines as part of the Bridge Access Program. **Providers participating in both programs will need to prebook vaccines using both PED and ADU ordering intentions.**

- a) Enter the **number of doses** requested for the specific NDC in the Doses Requested column. If the value entered is not equivalent to the package, the amount will round up to the nearest package size.

Pre-Book Influenza Vaccines									
Flu Prebook Window: 2024-2025 Flu Prebook									
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Adjusted	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Afluria Quad P-free	FLU 0.5 mL single-dose syringes 10-Pack	33332-0024-03	PED	100				0
FLU	Afluria Quadrivalent	Influenza, quadrivalent 5mL MDV 1-Pack	33332-0124-10	PED					0
FLU	FluLaval quad, P-free	Influenza, injectable, quadrivalent 0.5mL SYR 10-Pack	19515-0810-52	PED	20				0
FLU	FluMist Quadrivalent	Influenza, intranasal, quadrivalent 10-Pack Sprayers	66019-0300-10	PED	50				0

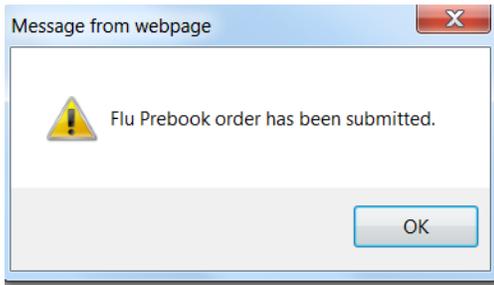
- b) If ordering influenza vaccine as part of the Bridge Access Program (adult influenza vaccine), providers will see the ordering intention of ADU indicating these are **adult** doses. Enter the **number of doses** requested for the specific ordering intention in the Doses Requested column.

Pre-Book Influenza Vaccines									
Flu Prebook Window: 2024-2025 Flu Prebook									
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Adjusted	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Afluria Quad P-free	FLU 0.5 mL single-dose syringes 10-Pack	33332-0024-03	PED	10				0
FLU	Afluria Quadrivalent	Influenza, quadrivalent 5mL MDV 1-Pack	33332-0124-10	PED					0
FLU	FluLaval quad, P-free	Influenza, injectable, quadrivalent 0.5mL SYR 10-Pack	19515-0810-52	PED	0				0
FLU	FluMist Quadrivalent	Influenza, intranasal, quadrivalent 10-Pack Sprayers	66019-0300-10	PED	20				0
FLU	FluMist Quadrivalent	Influenza, intranasal, quadrivalent 10-Pack Sprayers	66019-0311-10	ADU	20				0

- 5) After entering the quantities for each product ordered, select the “Save” button to submit the influenza vaccine prebook order.

Influenza Pre-book Orders			
VFC PIN	B99999	Delivery Contact	JOSEPH Zehner Save
Initiating Organization	Joey Training Org Test	Delivery Address	123 FOURTH STREET
Initiating User	Joseph Zehner		SUPER EXTRA LONG Cancel
Org Phone	(563) 333-3333 x555555		
Org Fax	(989) 516-5555 x		

- 6) A pop-up message will display, indicating the “Flu Prebook order has been submitted”. Select “OK” to continue.



- 7) Verify the influenza vaccine prebook order has been submitted by selecting the flu prebook link from the left menu panel under the Inventory heading. A message in red will display, indicating when the prebook was submitted or last updated.

Influenza Pre-book Orders				Submitted Date 01/16/2024
VFC PIN	321	Delivery Contact	Eron Wells	<input type="button" value="Save"/>
Initiating Organization	Iowa Immunization Program	Delivery Address	221 E 12 ST	
Initiating User	Joseph Zehner		DES MOINES, IA 50319-	<input type="button" value="Cancel"/>
Org Phone				

- 8) If edits need to be made to the influenza vaccine prebook order before the prebook period has ended, select the flu prebook period from the dropdown menu, update the quantity in the doses requested field, and select “Save”. Each time the flu prebook page is updated, a confirmation message will appear, and the submitted date will be updated.
- 9) Once the influenza prebook period has ended, edits can no longer be made to the influenza prebook order page, and the amount in the doses requested column will no longer be editable as shown below.

Pre-Book Influenza Vaccines					
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested
FLU	Fluarix Quad, P-free	influenza, injectable, quadrivalent, p-free SYR 10-Pack	58160-0900-52	PED	<input type="text" value="60"/>
FLU	Fluzone Quadrivalent	Influenza, quadrivalent MDV10 1-Pack	49281-0623-15	PED	<input type="text" value="220"/>
FLU	Fluzone quad, P-free Peds	Influenza, quadrivalent, preservative free, SYR 10-pack	49281-0513-25	PED	<input type="text" value="240"/>

- 10) If the Immunization Program makes any changes to an organization’s influenza prebook order, the historical notes section on the influenza prebook page will reflect the change as shown below, and the doses adjusted column will update.

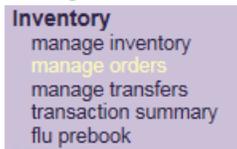
Historical Notes		
Created By	Create Date	Note
Zehner, Joseph	06/14/2016 09:28 AM	NDC # 66019-0300-10, intention PED, IDPH altered doses requested to 50.

Delivery Days and Times					
Delivery Window 1			Delivery Window 2		
<input checked="" type="checkbox"/>	Monday	8:00 AM	To	12:00 PM	
				1:00 PM	To 5:00 PM

- 11) Once the Immunization Program begins distributing doses of vaccine, the influenza vaccine prebook page will update to indicate the number of doses distributed, the last distributed date, and the doses remaining to be distributed. This page will update with each influenza vaccine order sent to the organization.

Flu Prebook Window: Joey Test 123 <input type="button" value="v"/>									
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Adjusted	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Afluria Quadrivalent	Influenza, injectable, quadrivalent	33332-0416-10	PED	<input type="text" value="100"/>	0	30	05/07/2019	70
FLU	FluLaval quad, P-free	Influenza, injectable, quadrivalent MDV 10 1-Pack	19515-0894-52	PED	<input type="text" value="200"/>	0	70	05/07/2019	130
FLU	FluMist Quadrivalent	Influenza, intranasal, quadrivalent 10-Pack	66019-0300-10	PED	<input type="text" value="300"/>	0			300

- 12) The status of an organization’s influenza vaccine prebook order can be viewed through the manage orders link under the Inventory section of the menu panel.



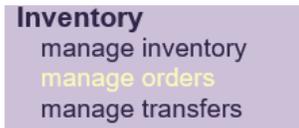
- 13) The manage orders page includes a filter to display influenza vaccine prebook orders. To view the orders, select the “Flu” radio button. Flu prebook orders have the same status as other VFC orders:

- Processed** - Iowa HHS has satisfied each line item in the order and has selected the Submit/Save button. Orders will stay in a status of Processed until the order has been sent to the distributor.
- Sent to Distributor** - the order has been sent to the distributor to fill the order.
- Shipped** - the order has been completely filled and is ready for the organization to accept the vaccine into their inventory.
- Accepted** - the order was accepted into the organization vaccine inventory. This type of order can no longer be modified, and is considered a historical order.

Manage Orders			
			<input type="button" value="Create Order"/>
			<input type="button" value="Cancel"/>
Order List	Show: <input type="radio"/> Current <input type="radio"/> Historical <input type="radio"/> Both <input checked="" type="radio"/> Flu <input type="radio"/> Flu Historical		
Current Flu Orders			
User	Submit Date	Status	Order #
Joseph Zehner	06/14/2016	PROCESSED	2767

Instructions for Viewing Influenza Vaccine Orders

- IRIS users can view influenza vaccine orders on the “manage orders” page. Select the “manage orders” link on the left side of the screen under the inventory section of the menu panel.



The page will default to show all current orders. Select the “Flu Historical” radio button to see accepted influenza vaccine orders.

The screenshot shows the 'Manage Orders' header with 'Create Order' and 'Cancel' buttons. Below is the 'Order List' section with a 'Show:' label and radio buttons for 'Current', 'Historical', 'Both', 'Flu', 'Flu Historical', 'Pandemic', and 'Pandemic Historical'. The 'Flu Historical' radio button is selected.

- The page will default to show the previous 30 days of influenza vaccine orders sent to the provider organization. To view the order(s) sent to the provider organization, select the “Accepted” link under the Status section.

The screenshot shows the 'Historical Flu Orders (last 30 days by default)' section. It includes a date range filter from 12/14/2019 to 01/13/2021 and a 'Refresh List' button. Below is a table with columns: User, Submit Date, Status, and Order #.

User	Submit Date	Status	Order #
Tory King	12/04/2020	ACCEPTED	194560
Joey Zehner	12/04/2020	ACCEPTED	193410

- The page will display the incoming vaccine order including trade name, NDC, quantity approved, quantity shipped, and the order status. Incoming vaccine orders will automatically appear in the organization’s VFC vaccine inventory.

The screenshot shows the 'Vaccines Ordered' table with the following data:

Item #	Order Qty.	Vaccine	Trade Name	Packaging	NDC	Lot Number	Doses On Hand	Qty Apprvd	Qty Denied	Qty Shipped	Status
325687	30	Influenza, injectable, quadrivalent, p-free	FluLaval quad, P-free	Influenza, injectable, quadrivalent 0.5mL SYR 10-Pack	19515-0816-52	G2RX7	0	30	0	30	ACCEPTED